**CURRICULUM VITAE**

Kiri Naita (Nee Kalau)

C/-MaxtoneHaus Limited

PO Box 3683

**BOROKO**

*National Capital District*

*Ph: 7960 8385 (BH) / 7926 9005(AH)*

**WORK EXPERIENCE**

**30th November 2015 to current :** XLT Enterprises Limited / Maxtone Haus Limited

 **PA/Office Administrator**

**DUTIES INVOLVED**

* Manage the admin office
* Administer travel bookings for 2 x Directors, Managers & staff
* Administer hotel accommodation for 2 x Directors
* Oversee the accounts both Payables and Receivables
* Administer payroll for both XLT and MaxtoneHaus staff
* Coordinate logistics for XLT
* Liaising with Transport companies re: logistics for XLT
* Generate invoices for XLT & MaxtoneHaus
* Generate Quotations for XLT & MaxtoneHaus
* Sales & Marketing for MaxtoneHaus Ltd
* Maintain Mastercards for both MaxtoneHaus & XLT
* Mastercard expense reconciliations
* Directors expenses etc
* Manage flight bookings for both Directors & consultants
* Supervise 9 x staff (XLT Enterprise/MaxtoneHaus)
* Banking for both XLT & MaxtoneHaus
* Lodgement of GST, SWT & CIT to IRC
* Payrolls for MaxtoneHaus & XLT Staffs
* Post CHQS & Invoices into MYOB for MaxtoneHaus & XLT
* Bank reconciliations for both MaxtoneHaus & XLT in MYOB.

**24th April 06 to Nov 16th 2012 :** **PA to GM, Operations & Commercial Manager**

 PNG Dockyard Limited

**Duties Involved**

* Manage & maintain company dongas for national staff and Indian nationalities
* Supervise 7 x laundry staff in Laundry Dept
* Ensure that laundry & housekeeping is done in all dongas by the laundry maids
* Liaise with Curtain Bros with regards to all PNG Dockyard’s building maintenances both the building itself and the dongas
* All laundry staff time sheets is submitted on time for payroll processing
* Maintain all fleet logs
* Maintain contract files for all hired PMVs
* Issue contracts for successful bidder for hired PMVs
* Generate invoice for internal & external clients for small projects
* Generate docking schedules
* Liaise with clients in terms of accommodation onsite
* Signing off on behalf of the operations manager on all VEHICLE EXITS
* Travels for all managers
* Organise pickups & drop offs for clients & managers

: **PA to the General Manager**

 PNG Dockyard Ltd

**Duties Involved**

* Administering the admin office
* General secretarial duties
* Attending to queries in person and by phone
* Ensuring that job files are created for new jobs/projects
* Generating docking reports for vessels coming in for repairs
* Typing clearance reports for vessels
* Adverts for recruitments
* Interviewing shortlisted applicants (only receptionist)
* Attending to HR matters
* Liaising with Curtain Bro’s MD’s secretary with regards to expats travels either on duty or recreational leave etc
* Organising trainings for staff both overseas & local
* Liaising with CB HR Manager with regards to accommodation onsite for clients/surveyors etc

**QUOTATION FOR EXTERNAL CIENTS**

* Type quotation for external clients when asked by managers/estimators
* Type up contracts for external clients
* Ensure that external client’s accommodation is booked in advanced onsite
* At the end of the month, respective client is invoiced accordingly

**INVOICING**

* Invoice clients on a daily basis depending on vessels coming in for repairs
* Invoice internal clients on a monthly basis
* Finalise labour and consumables report for invoices purposes in MYOB
* Do up weekly sales report on a weekly or monthly basis
* Post all closed invoices into MYOB
* Receipting of payments into MYOB
* Call debtors for payment
* Bank reconciliation when accountant is away on break
* Reconciling creditors account on a monthly basis when accountant is away on break
* Banking
* Other hadhoc account duties

**24th April 2005 to 24th Apr 06 :** **Training Administrator**

 DALTRON ELECTRONICS

**Duties Involved**

* Administer prometric system
* Market daltron courses to clients via email/phone
* Ensure that all courseware’s are ready before training begin
* Ensure that training room is in good order before training takes place
* Meeting monthly budget
* Ensure that lunch is ordered for participants for full day course
* Invoice clients when training is completed
* Confirm clients attendance for next training by phone
* Filing etc

**Mid 2003 to 15th Apr 2005 :** CITY PHARMACY HQ & CITY PROPERTY

 **Assistant to Property Manager**

**Duties Involved**

* Inspect number of company apartments in Town & Gordons area
* Liaise with tenants & client regarding maintenance of properties
* Liaise with prospective clients with regards to leasing company apartments
* Generate lease agreements for clients/tenants
* Follow up and collect rentals
* Banking
* Creditors reconciliation
* Renewal of land leases on a yearly basis
* Filing and general typing etc

CITY PHARMACY

**HR OFFICER**

**Duties Involved**

* Lodge and follow up passport applications with PNG Immigration
* Lodge and follow up work permit applications with PNG Immigration
* Loge and follow with visa applications with respective consulates
* Lodge authentications for new Pilipino recruits at the Philippines embassy
* Renewal of trading license on a yearly basis
* Renewal of operating license on a yearly basis
* Renewal of all pharmaceutical licenses for the entire pharmacists
* Any general HR duties

**Mid 1999 to 2003 :** Airlines PNG

 **Secretary to the Engineering Manager**

**Duties Involved**

* General typing for the Engineering Manager and Chief Engineer
* Type up rosters for the Aircraft Engineers
* Issue meal allowances for engineers who have worked passed their normal standard hours
* Maintain petty cash for engineering dept
* Do time sheets for all engineering dept staff
* Attend to staff queries regarding their pays
* Ordering stationeries etc

**Mid 1998 to Mid 1999 :** POST COURIER

 **Secretary to the Marketing Manager**

**Duties involved**

* All secretarial duties assigned by the Marketing Manager

**Mid 1995 to Mid 1998 :** CITY PHARMACY

 **Receptionist**

 **Duties involved**

* All reception duties
* Attending to all incoming calls
* Place stationery orders through the administration manager for all outstation shops and Pom Shops.
* Any hadhoc duties assigned by managers for me to do.

**EDUCATIONAL QUALIFICATION**

1991 – 1994 : Badihagwa High School

 (Attained Gr 10 Certificate)

Jan – Nov 1995 : Business Studies in Accounting – (Flexible Distance Education)

 (Attained Business Studies Certificate)

**OTHER SKILLS**

* Introduction to Windows/MS Word
* MYOB Accounting Package Vr 15.5 – Basics
* Supervisor Skills
* MS Word, MS Excel, MS Power Point
* Introduction to MS Projects 2000
* ISCALA
* Class 1 Driver’s license

**REFEREES**

1. Ernestine Cole - Director/Owner

 MaxtoneHaus Ltd

 Ph: +675 707 44103

1. Mungo Maxtone Graham – Director/Owner

XLT Enterprises Ltd

Ph: +675 739 09094

1. Jim Reekie -General Manager

PNG Dockyard

Ph: 321 0905, 321 8171-78

 Mb: 7636 8733

1. Brendan Hill - Operations Manager

PNG Dockyard Ltd / Coral

 Sea Shipping

Ph: 7698 0961 / 321 8171-

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